



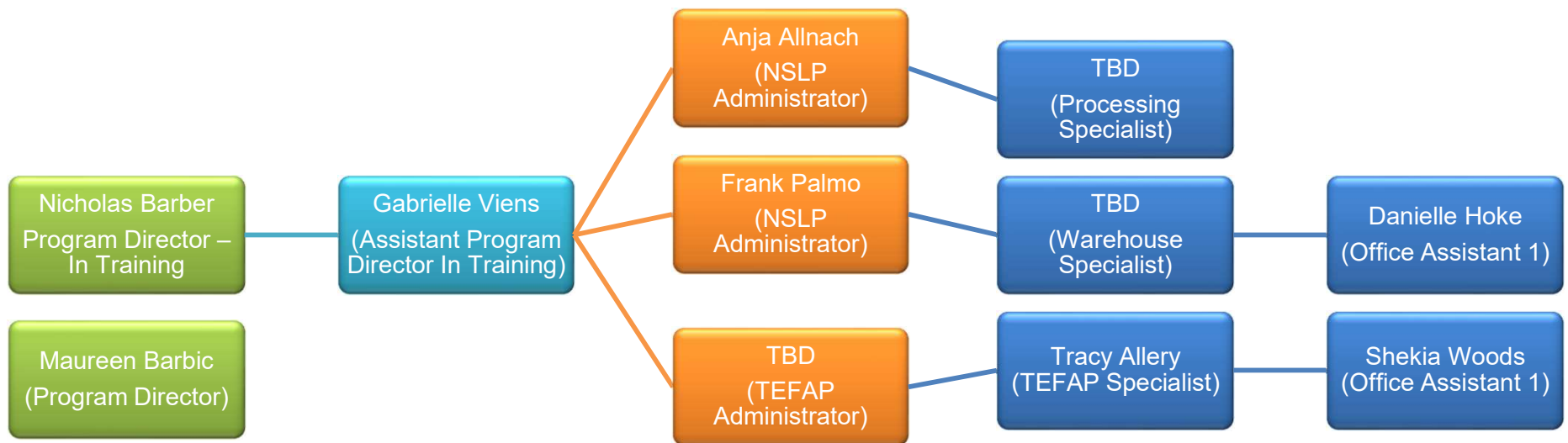
**Office of
General Services**

OGS Food Distribution USDA Foods in Schools

Managing USDA Foods

July 27, 2022

OGS USDA Food Distribution



Email: OGSDonatedFoods@ogs.ny.gov

Phone: Mon-Fri 7:30 am – 3:30 pm, 518-474-5122



Office of General Services Food Distribution

- First point of contact for USDA Entitlement for USDA Direct Delivery, USDA Direct Diversion, and entitlement allocations to the USDA DoD Fresh Program (DOD) and USDA Pilot Project for Unprocessed Fruits and Vegetables (PILOT) programs.
- Facilitate the ordering of USDA Direct Delivery (aka Brown Box) commodities and USDA Direct Diversion (aka Processing) bulk pounds.
- Facilitate the storage and distribution of USDA Foods.
- SY2022-2023 entitlement is based on has SY 2018-2019 Total Lunches Served (TLS) reported to New York State Education Department.





Administers the Federal
National School Lunch
Program (NSLP)
Offers two types of support:
(1) Cash Reimbursement
(2) USDA Foods



Office of General Services
Food Distribution



Administers New York State's
USDA Foods for schools.



What are USDA Foods?

Foods that are purchased by the USDA, from American Farmers, dairymen, ranchers, and fishermen to support nutritional assistance programs and American Agriculture.

USDA Foods are 100% domestic products.

What is USDA Entitlement?

USDA Entitlement is a dollar (\$) value allocated to schools each school year, that can be used to request USDA Foods.

- This value is allocated each school year and may vary.
- USDA Entitlement cannot be carried over school year to school year.

Entitlement Calculation

Entitlement = Total Lunches Served (TLS) x Effective Rate Per Lunch

- Total Lunches Served (TLS) is 1,500 x 180 = 270,000 (TLS)
1500 270,000 x \$ 0.3960 = \$106,920
- Schools open for 180 days
- Effective rate per lunch is \$0.3960 cents

\$106,920 to request USDA Foods

What Can You Request with USDA Entitlement?

USDA Direct Delivery (aka Brown Box)

Applesauce Cups, Strawberry Frozen Cups and Diced Pears.

USDA Direct Diversion (aka Processing)

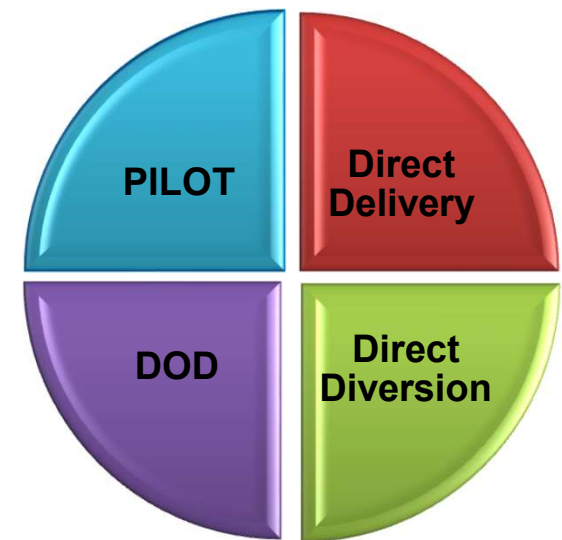
Whole Turkeys, Whole Chicken, Bulk Potatoes, Raw Peanuts

USDA DoD Fresh Program (DOD)

Fresh Fruits and Vegetables

USDA Pilot Project for Unprocessed Fruits and Vegetables (PILOT)

Fresh Fruits and Vegetables



USDA Direct Delivery (aka Brown Box)

- Each January, OGS sends out the mandatory Food Preference Survey to determine of the roughly 200 available food items, the top roughly 30.
- During February/March, schools must place their USDA Food order requests for the entire school year through the USDA Web Based Supply Chain Management (WBSCM) system.
- Once commodities arrive at your area's state-contracted distributor, schools will have 60 days to take delivery of their commodities, or you can choose to request to redistribute commodities you cannot accept.
- Redistribution Requests for USDA Foods you cannot take must be submitted by the end of April.
- All USDA Foods must be taken from your distributor by the beginning of June each year.

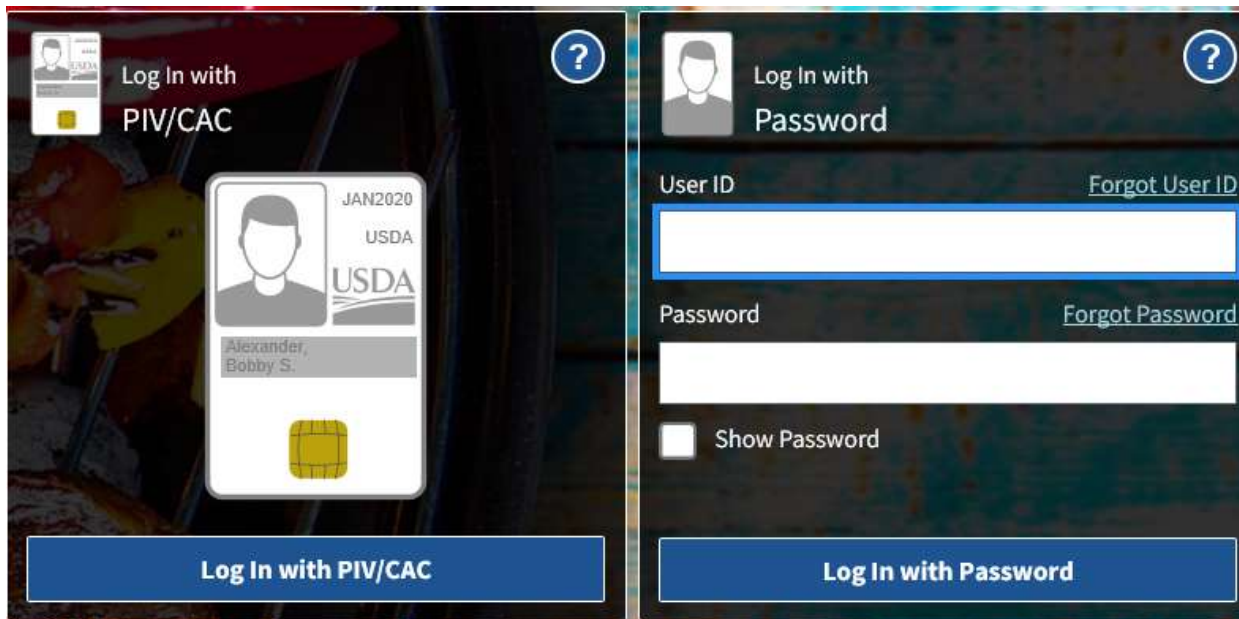
USDA Direct Diversion (aka Processing)

- New York State allows
 - Fee for service (FFS) – The value of donated USDA Foods is separated from the other costs of production. So, you only pay for the processing fee. For example, apples being processed into applesauce.
 - Net Off Invoice (NOI) – You pay for the fee for service and the distributors delivery fee. You are then discounted the value of the USDA Foods bulk pounds.
- Schools have a responsibility to monitor their usage on Processor Link or K12 Food Service
- Should be using 10% of pounds per month
- Pounds do not roll over. You will lose them, if you do not use.
- It is recommended that you test the product commercially beforehand.

USDA Direct Diversion (aka Processing) continued

- If usage of your pounds is not at 40% by January, we will bring you to 40%
- If ordering poultry, have a plan to use the whole bird (white and dark meats)
- Direct Diversion Worksheet – please utilize

Web-based Supply Chain Management (WBSCM)



The screenshot displays the WBSCM login interface with two main sections. The left section, titled 'Log In with PIV/CAC', features a placeholder image of a PIV/CAC card for 'Alexander, Bobby S.' with a 'JAN2020' expiration date and a 'USDA' logo. Below this is a blue button labeled 'Log In with PIV/CAC'. The right section, titled 'Log In with Password', includes a 'User ID' field with a 'Forgot User ID' link, a 'Password' field with a 'Forgot Password' link, and a 'Show Password' checkbox. Below these fields is a blue button labeled 'Log In with Password'. Both sections have a help icon (question mark in a circle) in the top right corner.

- Login regularly so your account does not lock
- Run reports monthly at a minimum, more often is recommended.

<https://www.usda.gov/topics/food-and-nutrition/web-based-supply-chain-management>

Note: Google Chrome is the only officially supported browser for WBSCM.



<http://private.k12foodservice.com/>



<https://processorlink.com>

In K12 and ProcessorLink, you will be able to view your:

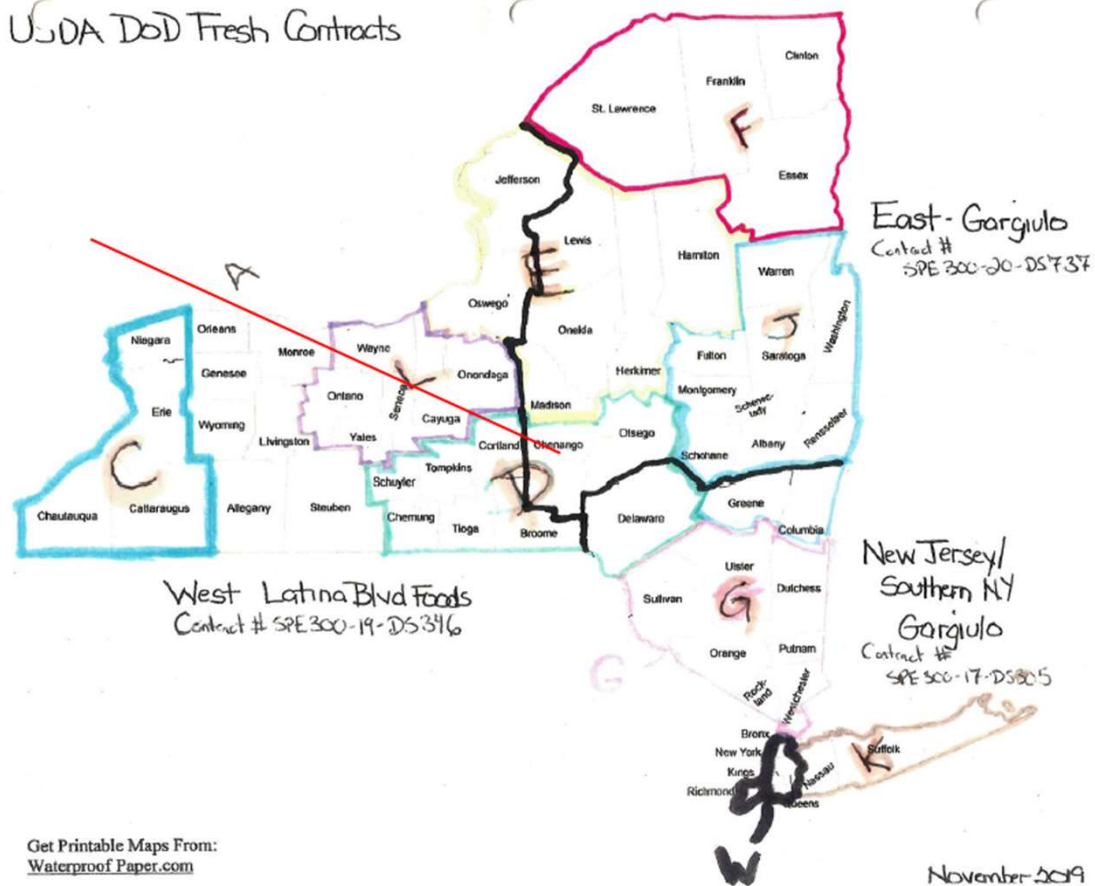
- Balances
- Orders
- Credits
- Training

**** You will need to sign up for these services ****

USDA DoD Fresh Program (DOD)

- Food Distribution administers NYS DOD Entitlement.
- Orders are made through the Fresh Fruit and Vegetable Order Receipt System ([FFAVORS](#)) website
- Weekly catalog of available items.
- Minimum delivery amount of \$150 required
- Produce is procured by the U.S. Department Of Defense and delivered to your school by contracted vendors
- Currently available to all schools participating in NSLP in New York under three contract areas: Southern, Eastern covered by Gargiulo and Western covered by Latina

USDA DoD Fresh Contracts



Get Printable Maps From:
Waterproof Paper.com

Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

PROGRAMS - FOOD DISTRIBUTION PROGRAM ON FEDERAL RESERVATIONS - FRESH FRUIT ORGANIZATION - FFAVORS

Maintenance Notice

FFAVORS is scheduled for maintenance every Sunday from 4:00 PM through 2:00 AM Central Time. The site may be unavailable for periods during this maintenance time.

IDs and Passwords

For access to FFAVORS, your current Department of Defense (DoD) Account Manager, DoD Field Representative, and/or DoD Contracting Specialist must establish a user profile for each new user within FFAVORS.

Once added to FFAVORS, an email notification to the user with step by step instructions on how to create the eAuthentication account will be generated. Without the profile in FFAVORS, the user will not gain access to the application. For those that have an eAuthentication ID, the user profile must still be created in FFAVORS before accessing the site.

If you have problems accessing FFAVORS or do not know your current DoD Account Manager, DoD Field Representative, and/or DoD Contracting Specialist, please contact the FFAVORS help desk.

- [FFAVORS Login](#)
- [Reset USDA eAuthentication Password](#)

Favorite this page. Scroll down and click on FFAVORS Login.

The screenshot shows the FFAVORS login page. On the left, there is a 'Log In with PIV/CAC' section featuring a sample PIV card for 'Alexander, Bobby S.' with a 'JAN2020' expiration date and 'USDA' affiliation. Below the card is a 'Log In with PIV/CAC' button. On the right, there is a 'Log In with Password' section with input fields for 'User ID' and 'Password', each with a 'Forgot' link. A 'Show Password' checkbox is also present. Below these fields is a 'Log In with Password' button. Both sections have a help icon (?) in the top right corner.

<https://www.fns.usda.gov/fdd/fresh-fruits-and-vegetables-order-receipt-system-ffavors>

USDA Pilot Project for Unprocessed Fruits and Vegetables (PILOT)

- Procured by the school
- Orders must be tracked by the school.
 - OGS Food Distribution does provide a tracker that schools may choose to use.
- New York State is capped at \$3.5 million, currently set asides for 2022-2023 SY have exceeded that cap.

Why should I order USDA Foods?

- Quality 100% Domestic Product
- USDA Direct Delivery (AKA Brown Box) and USDA DoD Fresh Program (DOD) are procured for you.
- Can be used to supplement your menu
- USDA Foods can be used for lunches, breakfast, snack programs and other child nutrition programs
- You will receive USDA Entitlement to request USDA Foods or to allocate to USDA DoD Fresh Program (DOD) or USDA Pilot Project for Unprocessed Fruits and Vegetables (PILOT).
- Reminder, USDA Entitlement does not carry-over year-to-year. If you do not use it, you lose it.

Timeline of USDA Foods

July

- School Year begins July 1 and continues through June 30 of the following year.

August

- Schools should log in and run a Requisition Status Report for USDA Foods
- Distributors email yearly delivery schedules to schools for the current school year
- Update OGS by email any changes with staff and/or contact information
- Schools should check K12 and ProcessorLink to make sure all pounds and listed distributors are correct

September

- Schools should run a WBSCM Requisition Status Report bi-weekly to monitor changes, and track USDA Food order status
- Run WBSCM Requisition Status Report to compare with distributor report

October

- Schools need to run an WBSCM Entitlement/Bonus Summary Report to view current school year entitlement
- Run WBSCM Requisition Status Report to compare with distributor report
- School Nutrition Association Regional Industry Seminars (Rochester & Saratoga)

Timeline of USDA Foods Continued...

November

- Check usage of pounds for diverted commodities with K-12 and/or Processor Link websites. Usage amounts recommended to be 10 percent a month
- Run WBSCM Requisition Status Report to compare with distributor report
- School Nutrition Association Regional Industry Seminars (Long Island)

December

- Schools need to be at 40 percent usage of processed pounds to avoid being brought to 40 percent of usage
- Run WBSCM Requisition Status Report to compare with distributor report

January

- Food Preference Survey link for completion will be emailed to schools. The importance of the survey is determining the top 30 USDA Food items available to order for the next school year. Completion of this survey is **mandatory**. The Food Preference Survey will be available only for a limited time.
- Keep in mind: Completing the food preference survey does NOT place your USDA foods order.
- Run WBSCM Requisition Status Report to compare with distributor report

Timeline of USDA Foods Continued...

February

- Schools Direct Diversion Catalog for ordering of USDA Foods for bulk pounds to Processors
- WBSCM catalog opens for ordering the next school year Direct Delivery USDA Foods
- Survey schools for USDA DoD and Pilot USDA entitlement set aside for the next school year
- Run WBSCM Requisition Status Report to compare with distributor report

March

- WBSCM catalog still open for ordering next school year USDA Foods
- Run WBSCM Requisition Status Report to compare with distributor report

April

- WBSCM catalog for ordering USDA Foods for the next school year closes
- Prepare to take delivery of all your remaining USDA Foods from your distributor. Request final redistributions by redistribution deadline (TBD)
- Run WBSCM Requisition Status Report to compare with distributor report
-

May

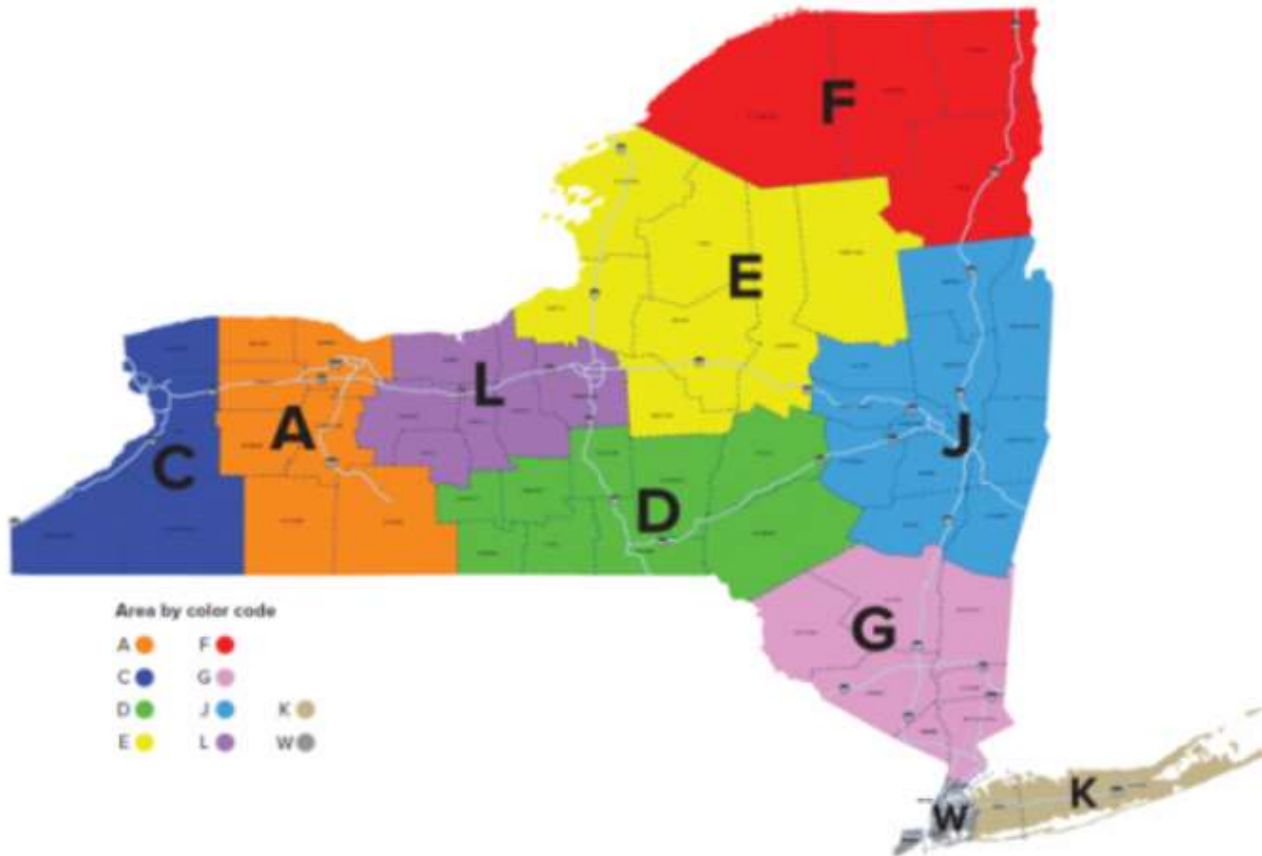
- Schools need to finalize the delivery of remaining USDA Foods from the distributor
- Run WBSCM Requisition Status Report to compare with distributor report

Timeline of USDA Foods Continued...

June

- All USDA Foods must be delivered to your school by the beginning of June (deadline TBD)
- Value of Commodities Received Report to be sent by you to your business office
- Assessment Fee information will be gathered and emailed to schools in July.

OGS Food Distribution Areas



Area

A – Palmer

C – J & L Ice

D – (TBD)

E – Renzi

F – Glazier

G – Sysco

J – Sysco

L – Renzi

K/W – Brentwood Distribution Center and distributed to Schrier.



Office of
General Services

Assessment Fee SY2021-22

- SY2021-2022 Assessment fee is calculated to be \$2.38 per case.
- Program costs are recovered through the assessment fee
- About 75% of our program costs are for warehousing and distribution
- Schools have not been charged an assessment fee since SY2014-2015
- OGS Food Distribution and NY State Education has covered these costs since

OGS Food Distribution Expenses: \$3,415,964

OGS Food Distribution Remaining SAE: \$1,980,902 (OGS USDA SAE Funds)

NSLP Assessment Fee: \$1,435,062 (Paid for by NY State Education)

Balance Billed to Schools: \$0

School Lunch Advisory Council (SLAC)

School Lunch Advisory Council (SLAC) chaired by the Office of General Services (OGS) Division of Food Distribution, meets quarterly to address concerns, discuss improvement opportunities, successes, and share knowledge regarding the school lunch program in New York State.

Several school lunch directors, NYS OGS, State Education Department, USDA, NYC Board of Education and the NYS School Nutrition Association are all part of the Council. The Council's goal is to provide the groundwork for program improvements at the local, state and federal levels, thus enhancing the school lunch experience for the state's children.

AREA A Scott Ziobrowski (New) Hilton CS	Area G Lyn Prestia Pine Bush CS
AREA C Tami Augugliaro Lancaster CSD	Area J Colleen Wise (New) East Greenbush SD
AREA D Bryan McCoy Broome Tioga BOCES	Area K Alessandro Palumbo Farmingdale PS
AREA E Robert Johnson (New) Wells CS	Area L Geoffrey Fasy (New) Canadaigua PS
AREA F Brian Mitchell Ogdensburg PS	NYC Anne O'Donnell New York City BOE

**Meeting Notes can be found on our website*

Commodity Complaint

**Office of General Services
Food Distribution**

USDA Commodity Complaint Form

Instructions:

1. Fill-out the Commodity Complaint Form.
2. Take clear digital photos of the foreign object (i.e. insect, metal piece, pit, etc.), the inside of the case, all labels on the case, the can code (if applicable), bags and labels on bags (if applicable) with an identifier such as a dime, quarter or ruler.
3. Email the Commodity Complaint Form and photos to: ogsdonatedfoods@ogs.ny.gov

Recipient Agency (RA) Name		RA Code
RA Street Address		City
		Zip Code
RA Contact Name	Email	Phone
Vendor Name		Commodity Name and Code (Material Name and Code)

Submit a Commodity
Complaint

- Commodity does not meet your expectations
- Feed back about quality
- This is the official complaint channel
- Found on the OGS Food Distribution Website

Resources

- OGS Food Distribution Website <https://ogs.ny.gov/usda-food-distribution>
- Web-based Supply Chain Management (WBSCM) <https://www.usda.gov/topics/food-and-nutrition/web-based-supply-chain-management>
- FFAVORS <https://www.fns.usda.gov/fdd/fresh-fruits-and-vegetables-order-receipt-system-ffavors>
- K12 Foodservice <http://private.k12foodservice.com/>
- ProcessorLink <https://processorlink.com/LoginForm.aspx?ReturnUrl=%2f>
- USDA Website <https://www.fns.usda.gov/usda-fis/usda-foods-schools>
- School Nutrition Association Websites
 - <https://schoolnutrition.org/> (National Branch)
 - <https://www.nyschoolnutrition.org/> (New York State)
- Institute for Child Nutrition (ICN)** <https://theicn.org/>
- American Commodity Distribution Association (ACDA)** <http://www.commodityfoods.org/>

** **Note:** ICN and ACDA offer CEU eligible training.

Training & Resources

SECTIONS
Guidance for Common WBSCM Tasks
Ordering USDA Foods Training
USDA Training

Guidance for Common WBSCM Tasks

Description & Additional Guidance	
VIEW PDF	How to Register in WBSCM Guidance for new users registering for the Web Based Supply Chain Management (WBSCM) system.
WATCH VIDEO	WBSCM New User Training Recap WBSCM New User Training video recapping the important upcoming 2022 – 23 School Year changes to Areas K, W, and H NSLP and CACFP program participants.
VIEW FAQs	WBSCM New User Training FAQs WBSCM New User Training Frequently Asked Questions (FAQ) for new WBSCM users in SY2022-23. This document provides the most frequently asked questions gathered during the WBSCM New User Training and answers. Download FAQs
VIEW PDF	A quick one page reference guide for common WBSCM topics, reports, and tasks. See OGS Food Distribution WBSCM Quick Reference (PDF) .
WATCH VIDEO	Run a Requisition Status Report Provides a list of all items requested by a school/childcare and provides order information for each item. This report should be used by schools/childcares to monitor the USDA foods ordered and the status of each order. Schools/childcares should run this report bi-weekly. See Requisition Status Report Instructions (PDF) .
VIEW PDF	WBSCM Reports Sales Order Status Definitions Provides the definition of each status that may appear under the 'Sales Order Status' column in reports run through WBSCM. See WBSCM Report Sales Order Status Definitions (PDF) .
WATCH VIDEO	Run an Entitlement/Bonus Summary Report Provides a summary of a school/Childcare's beginning entitlement balance, remaining entitlement balance, DOD, and/or Pilot program allocation, and bonuses for the current or previous school years. See Entitlement/Bonus Summary Report Instructions (PDF) .

- New Training & Resources section on the OGS Food Distribution Website!
- New short training videos, guides, FAQs, and reference materials
- Will continue to expand and be updated.
- Examples of Current Training Provided:
 - Registration in WBSCM
 - Running Reports in WBSCM
 - Food Preference Survey Training
 - Ordering USDA Foods & Ordering Worksheets
 - WBSCM Sales Order Status Definitions
 - How to Request a Redistribution

Scenarios

S: I didn't receive the right USDA commodity, or I received more or less than expected...

A: Please contact OGS Food Distribution at OGSDonatedFoods@OGS.ny.gov or CC us on your email to your distributor.

S: I received Damaged or Spoiled USDA Foods...

A: If you discover damaged or spoiled food while your delivery is being made, please have the driver take the spoiled or damaged food with them back on the truck. They will need to mark this on your delivery paperwork.

Please also email OGSDonatedFoods@OGS.ny.gov to let us know. We will credit your USDA Entitlement back for the affected foods and we track this throughout the year.

If you discovered the damaged or spoiled food after delivery has been made, please provide a USDA Commodity Complaint form and pictures of the affected product.

Scenarios

S: I can't take delivery of some of my USDA Foods within 60 days of their receipt at my area distributor...

A: Please contact OGSDonatedFoods@OGS.ny.gov to let us know which commodities and how much you cannot take.

Best Practices

- Run the Requisition Status Report in WBSCM at least once each month to review the commodities that are arriving or have arrived at your distributor.
- Train any staff that might accept a delivery to review the delivery paperwork to ensure the count and products are correct upon delivery.
- Communicate all USDA Food issues to OGS Food Distribution (For example, if you didn't receive the right product, too few or too many, incorrect product, or any damaged or spoiled product).
- Participate in OGS hosted training and utilize our Training & Resources via our website.
- Participate in OGS surveys! These help us help you!
- Ask questions!

Questions?

OGSDonatedFoods@OGS.ny.gov or call 518-474-5122

Office Hours: Monday – Friday 7:30 a.m. to 4 p.m.

Would you like a copy of this PowerPoint presentation or to provide feedback?

Use the QR Code below:



<https://forms.office.com/g/cLFWWfjuTg>

We appreciate your feedback!

